



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION  
REAL ESTATE COMMISSION  
REAL ESTATE EDUCATION COMMITTEE

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: DPR.DELAWARE.GOV

## REAL ESTATE INSTRUCTOR APPLICATION

### INSTRUCTIONS

Submit applications for certification as a Real Estate Instructor at least 60 days before your employment start date. If you are re-applying for certification, submit the application at least 60 days before your prior certification expires. Failure to file within the appropriate time limit may be cause for rejection.

- ☐ Submit completed, signed and notarized [application](#).
  - Applications that are incomplete or unsigned will be rejected.
- ☐ Enclose the [processing fee](#) by check or money order made payable to the "State of Delaware."
  - Applications not accompanied by the required fee will be rejected.
- ☐ Enclose a resume or other related documents that show how you meet the minimum qualifications.
- ☐ If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
  - *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

### TYPE OF APPLICATION

1. Check the situation that applies to you:

- ☐ I am applying for my first Delaware Instructor certification.
- ☐ I am reapplying for Delaware Instructor certification. The expiration date of my certification is: \_\_\_\_\_

### IDENTIFYING AND CONTACT INFORMATION

2. Full Name: \_\_\_\_\_  
Last First Middle
3. Other Names Used: \_\_\_\_\_  
(Include maiden, prior married, alternate spellings)
4. Date of Birth (month/day/year): \_\_\_\_\_ Gender: Male ☐ Female ☐
5. Have you been issued a U.S. Social Security Number? Yes ☐ No ☐ If yes, enter your SSN: \_\_\_\_\_  
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).
6. Mailing Address: \_\_\_\_\_  
City State Zip
7. Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Work

## EDUCATION

8. Enter the following about your high school education:

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Address: \_\_\_\_\_

9. Do you have any education after high school? Yes ☐ No ☐ If yes, enter the following about your postgraduate education:

College or University: \_\_\_\_\_

Address: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

10. Are you currently licensed as an attorney? Yes ☐ No ☐ If yes, when was your license first issued? \_\_\_\_\_

## EMPLOYMENT

11. Employer Name: \_\_\_\_\_

12. Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

13. Work Phone: \_\_\_\_\_

## MEMBERSHIP IN REAL ESTATE BOARDS, STATE OR NATIONAL ASSOCIATIONS

14. Do you currently hold an active license as a:

- Real estate Broker? Yes ☐ No ☐ If yes, enter state where licensed and license number: \_\_\_\_\_
- Salesperson? Yes ☐ No ☐ If yes, enter state where licensed and license number: \_\_\_\_\_

15. Are you a member of a local Board/Association? Yes ☐ No ☐

16. Are you a member of any other professional Boards or Associations? Yes ☐ No ☐ If yes, list them below:

\_\_\_\_\_  
\_\_\_\_\_

## EXPERIENCE

17. Do you hold a valid teaching credential or certificate issued by the State of Delaware or another jurisdiction with qualifications which equal or exceed the qualification standards of the State of Delaware? (For information on Delaware's qualification standards, see Section 9.0 of the [Guidelines for Fulfilling the Delaware Real Estate Education Requirements](#).) Yes ☐ No ☐ If yes, skip to Question 19. If no, continue with Question 18.

18. Do you have five years teaching experience? Yes ☐ No ☐ If yes, enter the following about your teaching experience. If you need more room, enclose a separate sheet.

School: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Experience From: \_\_\_\_\_ To: \_\_\_\_\_  
(month/year) (month/year)

19. Do you have any experience related to real estate, such as teaching of real estate, awards received, articles published or offices held on a national, state or local level? Yes ☐ No ☐ If yes, list them below:

\_\_\_\_\_  
\_\_\_\_\_

20. Do you have any experience that is **not** related to real estate, such as teaching, professional awards, articles published or any business, trade or professional offices held on a national, state or local level.? Yes ☐ No ☐ If yes, list them below:


## REFERENCES

21. List two people with whom you are acquainted who know your teaching skills:

NAME	ADDRESS	PHONE

## DISCLOSURES

22. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense, including any offense in which you have received a pardon, in any jurisdiction? Yes ☐ No ☐ **If yes, submit a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see [State Bureau of Identification](#).**
23. Are criminal charges against you pending in any jurisdiction? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.**
24. Have you ever had a professional license or instructor certification/approval suspended, revoked, or subject to other disciplinary action (including reprimand or fine) in any jurisdiction? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.**
25. Have you had any civil judgment entered against you based on fraud, misrepresentation, or deceit? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.**

## TOPICS APPLIED FOR AND QUALIFICATIONS

26. Check *each* topic area(s) for which you are applying to receive certification.

### Continuing Education:

- ☐ Legislative Update  
☐ Salesperson Core Course(s)  
☐ Broker Core Course(s)  
☐ Delaware Real Estate Commission Property Management Course(s)  
☐ Professional Enhancement for Practicing Licensees (list all topics you are requesting approval to teach):


### Pre-Licensing Course:

- |  |  |
|--|--|
| <input type="checkbox"/> Orientation       | <input type="checkbox"/> Real Estate Law         |
| <input type="checkbox"/> Real Estate Sales | <input type="checkbox"/> Real Estate Mathematics |

### Broker's Course:

- |   |  |
|---|--|
| <input type="checkbox"/> Brokerage (Sales Management) | <input type="checkbox"/> Ethics  |
| <input type="checkbox"/> Real Estate Documents        | <input type="checkbox"/> Legal and Governmental Aspects of Real Estate |
| <input type="checkbox"/> Valuing Real Property        | <input type="checkbox"/> Real Estate Investment                        |
| <input type="checkbox"/> Financing                    | <input type="checkbox"/> Mathematics                                   |

27. Do you have *five years full time experience* in the trade, business, or profession that relates to the topic(s) of instruction checked above? Yes ☐ No ☐

28. You must have education, training and/or experience demonstrating competence in the topic area(s) for which you are applying. Explain how you meet the instructor qualifications outlined Section 9.0 of the [Guidelines for Fulfilling the Delaware Real Estate Education Requirements](#). You may use additional sheets of paper if needed. **(Note that “see attached” is not acceptable.)**

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**Submit a resume and other related documents that show how you meet the minimum qualifications.**

#### **DECLARATION**

I hereby apply for approval as an instructor, and I attest to having qualities of honesty, integrity and trustworthiness. I have read and agree to comply with the Delaware Real Estate license law and regulations and the education guidelines as established by the Delaware Real Estate Commission. I understand that this certification, if granted, **will expire on the date specified** and will only be granted for the topic areas for which I may be approved.

***It is the stated policy of the Delaware Real Estate Commission that at no time during periods of instruction shall any person involved in any approved real estate educational activity, use, or attempt to use, the position of instructor, sponsor or provider to solicit employees or sales representatives.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATIONS THAT ARE UNSIGNED, INCOMPLETE OR NOT ACCOMPANIED BY THE REQUIRED FEE WILL BE REJECTED.**